

International Student and Scholar Office  
Administration Building, 2<sup>nd</sup> Floor  
7720 York Road  
Towson, MD 21252-0001  
tel: 410-704-2421 fax: 410-704-6040  
[www.towson.edu/isso](http://www.towson.edu/isso)



## *Online Services*

### How to Use It to Fulfill Your SEVIS Immigration Reporting Requirements

1. **Getting Started:** You can access your own student record through any web browser. (However, MicroSoft's Internet Explorer and Netscape's Communicator are the preferred browsers; AOL's browser, for example, will not support Online Services.)

In order to activate your Online Services student account, you must have your Towson University student identification number. Information regarding account activation can be found at the following web site: <http://wwwnew.towson.edu/main/admissions/freshman/newstudents/ActivateAcct.asp>. After activating your account, you will be able to access the system and update your local, foreign, and permanent address, your telephone number, and verify that your name and email address are correct.

To access the system, go to <http://students.towson.edu> and click on "Towson Online Services" which will then ask for your username and password.

2. **Local Address:** As an F-1 student you must keep your local and foreign addresses current with DHS (the U.S. Department of Homeland Security's Immigration Services) at all times. International student addresses will be electronically reported to DHS through a data link between the University's Online Services (described below) and the government's SEVIS (Student and Exchange Visitor Information System). DHS must be electronically notified via SEVIS within 10 days of any change of your address.

Address updates:

These are the steps you need to follow in order to update your address in Online Services:

- a) Open an Internet connection and go to <http://inside.towson.edu/psLogin/>
- b) Enter your TU webmail username and password
- c) Click > Self Service
- d) Click > Student Center
- e) Look in the "Personal Information" section
- f) Click on the "other personal" drop down menu and select "Addresses"
- g) Click > Add New Addresses
- h) Start by entering your local address. **Note: Please read item #s 3 & 4 below before entering your address.**

3. **Format is important:** Please be careful to use correct formatting when inputting your local address, including capitalization. The system will supply campus departments, DHS, the University Health Center, and many other places with your address, and it will automatically make mailing labels used for important University mailings. The U.S. Post Office's reading machinery will only recognize a properly formatted address.

**If you are living in a residence on campus**, the University will automatically add a "Campus" address. However, you need to select "Add a new address" and use your campus address as your "Local" address, in the following format:

*TU Unit # \_ \_ \_ \_  
8000 York Road  
Towson, MD 21252*

Your "campus Address" (just the 4-digit box number) cannot be used for Immigration reporting purposes. It must be reformatted, as above, for Immigration and also for any mail you wish to receive from off campus.

4. **Permanent Address:** The University uses this address for official communications, including your tuition bills and therefore must be an address in the United States. If someone else in the United States is paying your bills, you may wish to have his/her address as your Permanent Address. Otherwise, ***your Permanent Address and Local Address will be the same, so when adding a new address, you may select the boxes for both Local Address and the Permanent Address.***
5. **Foreign Address:** Please also check the accuracy and format of your foreign address, and make corrections if needed.

***Remember: The International Student and Scholar Office (ISSO) will be recording and reporting your addresses through Online Services ONLY. The only way the ISSO will "know" your address is through Online Services.***

6. **Name:** International student names entered in the University's Online Services database must be official, legal names. A passport is the best evidence of an individual's legal name, so Towson University records must match your name as is printed on your passport. While you are reviewing or entering your address information, please also verify that your name was correctly entered into University records. If not, please inform the ISSO.
7. **Telephone numbers:** When you enter your U.S. telephone number in Online Services as required, don't forget to select it as your "preferred" phone number. You must have one telephone number marked as preferred, and that preferred number is the one that professors will receive in their class lists. The "preferred" is also the only number advisors, academic departments, and university staff will use to contact you. Enter all digits in the main field, including the 3-digit area code prefix.

Please make certain that you enter a foreign telephone number to be used in case of emergencies. Foreign phone numbers should have a "+" before the number and a "." separating country codes from city codes and numbers. For example, a number from Japan would appear as +81.42.5543.4458.

8. **University Email Communication:** You are required to maintain a Towson University e-mail account, in order to receive important news, updates, and changes concerning Immigration, the ISSO, and the University. The University e-mail system is the preferred method of electronic communication. ***You are responsible for reading ISSO and other University e-mail messages in a timely manner, and for taking appropriate actions necessary to stay informed and to maintain your legal immigration status.*** To obtain a new student e-mail account, visit the University's website at <http://wwwnew.towson.edu/main/admissions/freshman/newstudents/ActivateAcct.asp> and follow the instructions. To access your e-mail account, go to <http://webmail.towson.edu> and enter your username and password. Please note that Towson University e-mail can be forwarded to a personal e-mail account; contact OTS (Office of Technology Services) at 410-704-5151 for more details.
9. **Other Uses of Online Services:** Once you have access to Online Services, we suggest that you get familiar with its many functions and capabilities. Many features, such as course registration, online payments, and grade lookup are available through this system. We have highlighted these below and why they are important to you.

- Course Registration (Self Service > Student Center > Academics > Enrollment: Add)

You will be able to look up the date and time of your registration appointment, find available classes, and register for classes. The system allows you to drop and/or add classes and even obtain special permit classes online.

- Online Payments (Self Service > Student Center > Finances)

Outstanding balances can be viewed and payments can be made by credit card. (Any other form of payment must be submitted to the Bursar's Office in person). Be sure to pay your balance by the posted due date to avoid a late fee charge. Your schedule of classes may be cancelled due to an outstanding balance.

- Grades/Transcripts (Self Service > Student Center > Academics > Grades)

Grades can be viewed from Online Services. Grade reports for each completed semester will not be mailed to you. Unofficial transcripts can be printed from Online Services. (Please contact Enrollment Services when an official transcript is required.)